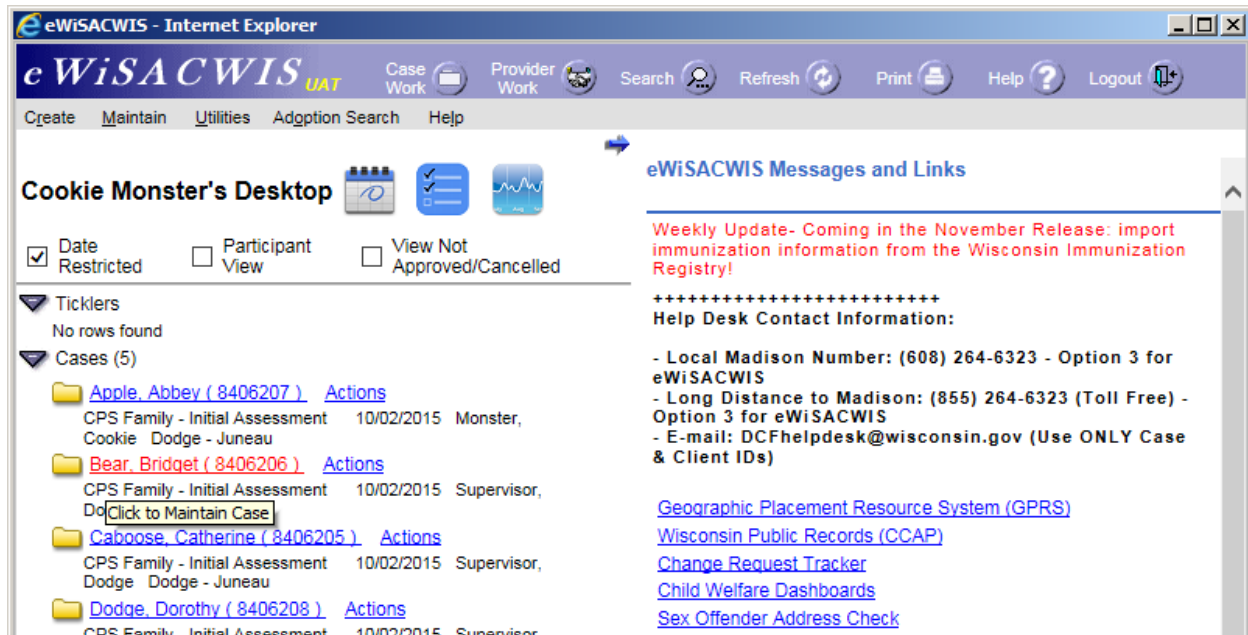


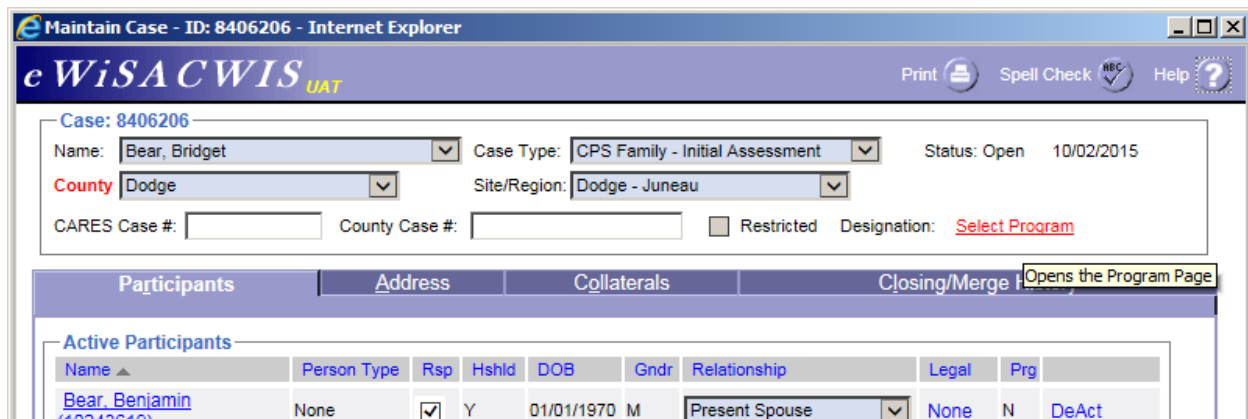
## Maintain Case

**Note:** In order to maintain the Maintain Case page, an assignment to the case is needed.

1. From the desktop, select the Case Name hyperlink. This will open the Maintain Case page.



2. The Case group box displays basic identifying information about the case. The Name, Case Type, County, Site/Region, and W-2 Region (Milwaukee only) can be changed by selecting the correct option from the drop-down. The Status and associated date reflect if the case is open, reopened, or closed. If applicable, enter the CARES Case # and County Case #. The Restricted checkbox is used to restrict certain workers from viewing the case. Cases will automatically be restricted when an eWiSACWIS worker is a case participant. The Designation identifies the associated program for the case. See the associated Program Designation User Guide.



3. The Participants tab displays some relevant information on the person. Any of the columns can be sorted ascending or descending by selecting the column name.

Clicking on the name hyperlink for a participant will open the Person Management page. The Person Type, DOB, and Gndr are pre-filled from the Person Management page. The Rsp checkbox is used to indicate whether your agency has responsibility for that case participant. If the Hshld is "Y" then this indicates the participant is a household member (U = Unknown and N = not a household member). The Relationship is

the participant's relationship to the Reference Person. The Legal column displays a link to the participant's Legal Record. The Prg column indicates if a participant is in a program (program assignment).

**Note:** The Participants tab should not include those who are collaterals (caseworkers, foster parents, etc.). These individuals are documented on the Collaterals.

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg
<a href="#">Bear Benjamin (10243619)</a>	None	<input checked="" type="checkbox"/>	Y	01/01/1970	M	Present Spouse	<a href="#">None</a>	N
<a href="#">Bear Brandon (10243621)</a>	CPS	<input checked="" type="checkbox"/>	Y	01/01/2010	M	Biological Child	<a href="#">Tempor: Physical Custody with Agency</a>	N
<a href="#">Bear Bridget (10243620)</a>	None	<input checked="" type="checkbox"/>	Y	01/01/1972	F	Reference Person	N/A	N

Click to Edit Person

Number of Household Members: 3

Inactive Participants

Options:

100%

The DeAct hyperlink opens the Participant Status page to deactivate the participant from the case. See the associated Deactivating a Person User Guide. Once you deactivate a participant, she will display in the Inactive Participants group box. The Rem hyperlink removes the participant from the case.

To view the inactive participants, click on the associated expando. To reactivate a participant, click the ReAct hyperlink (see the associated Reactivating a Person User Guide). If a participant was deactivated for TPR or Subsidized Guardianship (where a new case is created), an associated hyperlink will appear. Clicking the (TPR) or (SG) hyperlink will open the Participant Status page.

Name	Person Type	Hshld	DOB	Gndr	Relationship	Legal	Prg
<a href="#">Bear Bobby (10243635)</a>	None	N			Uncle	N/A	N
<a href="#">Bear Brenda (10243636)</a>	None	N			Aunt	N/A	N

Click to Edit Person

Options:

100%

The address tab displays the current address for the case. To update multiple addresses via the Address Copy button, see the associated Updating Multiple Addresses User Guide.

Maintain Case - ID: 8110800 - Internet Explorer

**eWiSACWIS** UAT Print Spell Check Help

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**Case: 8110800**

Name:  Case Type:  Status: Open 11/25/2005

County:  Site/Region:

CARES Case #:  County Case #:  ☐ Restricted Designation: [Select Program](#)

---

**Participants** **Address** **Collaterals** **Closing/Merge History**

---

**Case Address**

Type:  Effective Date:

C/O:

Street:   Apt:

WI City:  County:

City:  State:  ZIP:  Country:

Directions:

[Map this address](#) Address Copy

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**Case Phone**

Phone:  Ext:  Alt Phone:  Ext:  Fax:

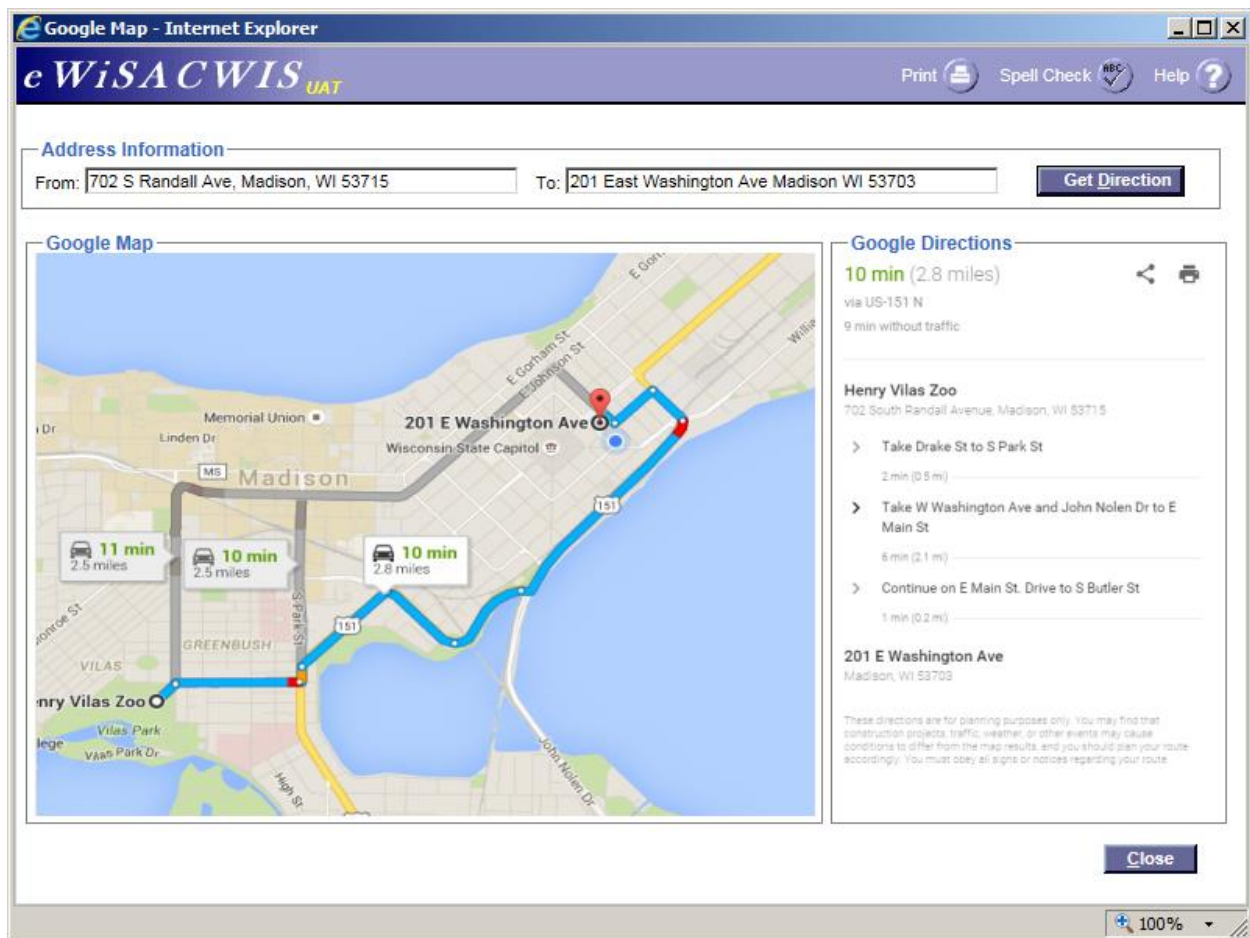
Phone Copy

---

Options:  Go Save Close

100%

The “Map this address” hyperlink launches a Google Map page. On the Google Map page, the map will automatically display the case address. To get directions to this location, enter an address in the From field and click the “Get Direction” button. Click Close to return to the Maintain Case page.



4. The Collaterals tab displays any contacts outside of the participants for the case (such as caseworkers, foster parents, and guardians ad litem). Collaterals identified here will be listed as participants on the Case Notes page.

Select the Insert button and the Search Person page displays. Enter the person's name and select Search. Once the person is returned to the screen, select the Select hyperlink and then click the Continue button. If the person is not returned, click the Create button and add any applicable information on the Person Management page. Select the Role for the collateral.

Click the Add hyperlink to associate the case participants with the collateral.

Maintain Case - ID: 8406206 - Internet Explorer

**eWiSACWIS** UAT Print Spell Check Help

Case: 8406206

Name:  Case Type:  Status: Open 10/02/2015

County:  Site/Region:

CARES Case #:  County Case #:  ☐ Restricted Designation: [Select Program](#)

Participants Address Collaterals Closing/Merge History

**Collaterals**

Name	Phone	Role	Participant(s)		
<a href="#">Bear, Bonnie</a>	<input type="text" value="W(608)999-8877"/>	<input type="text" value="Attorney"/>	Bear, Benjamin; Bear, Bridget	<a href="#">Add</a>	<a href="#">Delete</a>
<a href="#">Bear, Bruno</a>	<input type="text" value="H(608)123-4567"/>	<input type="text" value="Friend"/>	Bear, Brandon	<a href="#">Add</a>	<a href="#">Delete</a>

[Insert](#)

[Other Contacts](#)

Options:  [Go](#) [Save](#) [Close](#)

100%

On the Case Participants page, select the checkbox next to each participant the collateral is associated with. Click Continue to return to the Maintain Case page.

Case Participants -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Case Participants**

<input type="checkbox"/> Select All	Person Name	DOB
<input checked="" type="checkbox"/>	Bear, Benjamin	01/01/1970
<input type="checkbox"/>	Bear, Brandon	01/01/2010
<input checked="" type="checkbox"/>	Bear, Bridget	01/01/1972

[Continue](#) [Close](#)

**Note:** Click on the Other Contacts expando and click the Insert button to add any other “non-collateral” type contacts.

Other Contacts

Name	Role	Type	Phone	Ext.	
Blair Bear	Other Contact	Cell	(608)111-2345		<a href="#">Delete</a>

Options:  [Go](#) [Save](#) [Close](#)

100%

5. The Closing/Merge History tab displays the history of previous closures, merged cases and a case record location. If the case has been previously closed, it will display in the Case History group box. If the case has been merged with another case, the information will display in the Merged Cases group box. The Status of the Case Record Location can be selected along with the Location. Once this has changed the Last Modified By and Date will display with the workers name and the date the information was changed.

**eWiSACWIS UAT** Print Spell Check Help

Case: 8406206

Name:  Case Type:  Status: Open 10/02/2015

County:  Site/Region:

CARES Case #:  County Case #:  ☐ Restricted Designation: [Select Program](#)

**Participants Address Collaterals Closing/Merge History**

**Case History**

Open Date	Closed Date	Reason	Initiated by
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**Merged Cases**

Open Date	Merged Date	Former Case No.	Former Case Name	Initiated by
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**Case Record Location**

Status:  Location:

Last Modified By:  Date:

Options: [Actions](#) [Submit Case Closure Request](#) [Delink Access Report/Assessment](#) [Go](#) [Save](#) [Close](#)

To submit a case for closure, select the Submit Case Closure Request from the Options drop-down. See the associated Case Closure User Guide for additional information.

6. To Delink an Access Report from the case, select the Delink Access Report/Assessment from the Options drop-down.



7. On the Delink Access Report/Assessment page, select the radio button for the access report/assessment you would like to delink. Click the Save button. Any changes made to the Supervisor Screening Decision after delinking an access report will be tracked and outlined in the Activity groupbox on the Decision tab of the Access Report page.

Delink Access Report/Assessment -- Webpage Dialog

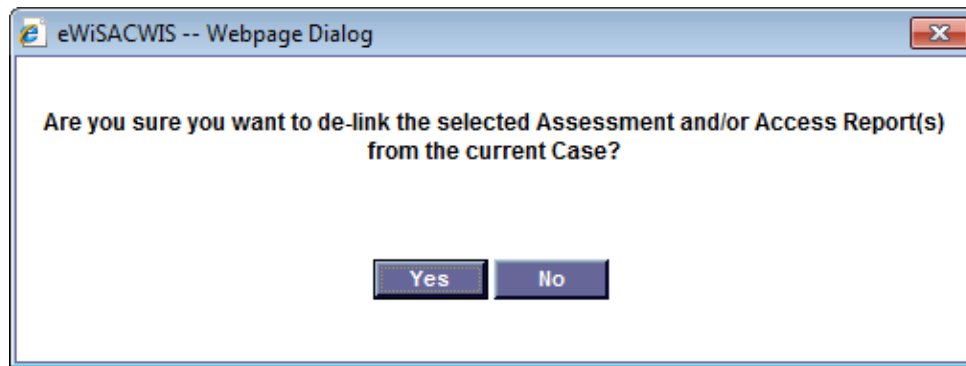
*eWiSACWIS* UAT
Print
Spell Check
Help

**Delink Access Report/Assessment**

	Assessment Type	Report Type	Report Name	Supervisor Screening Date	Date and Time Report was Received
<input checked="" type="radio"/>	N/A	CPS Report	Bridget Bear	10/13/2015 10:03:00	10/13/2015 08:00:00

Save
Close

Click Yes to the following message. This will move the Access Report to the Access Reports expando on your desktop.



If this is the only Access Report or Assessment, you may receive this message. Click Yes.

